



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF TELECOMMUNICATIONS MANAGEMENT

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

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TELECOMMUNICATIONS INFORMATION NOTICE NUMBER 01-05

SUBJECT: Cellular and PCS Telephone Service

The Office of Telecommunications Management (OTM) has established with several vendors a number of state contracts for cellular and PCS telephone service and equipment. Agencies may contact these contract vendors directly for help in determining service, equipment, and coverage availability. After gaining telecommunications approval authorization, agencies may use any of these state contracts to purchase cellular and PCS telephones, features, services, and accessories as is appropriate to their area and requirements.

Authorization to purchase cellular or PCS equipment and service may come from one of two sources. Authorization may be granted by a department secretary, university president, or chancellor who has been specifically delegated in writing by the OTM Director the authority to approve cellular or PCS acquisitions. If a delegation has not been issued by OTM, authorization must be recommended through the OTM Director.

Vendors are not permitted to fill cellular or PCS orders without an authorized approval letter. The OTM Director's Office (225-342-7701) maintains a current list of state officials who have accepted the responsibility for approval authority. The OTM Contracts Administrator provides the contract vendors the identity of authorized approval authorities. Those entities whose department secretary or university president or chancellor does not have approval authority must submit a letter of request including justification for cellular or PCS telephone service to the OTM Director addressed for the Commissioner of Administration's review, in accordance with TIN 00-04. A written response indicating the disposition of the request will be returned to the agency by the OTM Director after being reviewed.

Contracts for cellular and PCS equipment and service are in AGPS and ready for approved acquisitions. The state contract numbers, vendors, areas of availability, services provided, and the vendor contacts are available in the OTM *Catalog of Services*. Detailed contract information may be found using the State Purchasing Contract Information web page at www.doa.state.la.us/comm/srchagps.htm.

The OTM *Catalog of Services* has been revised to reflect these new contracts and may be accessed on the OTM web site at www.doa.state.la.us/otm/catalog.pdf. If your agency does not have access to the Internet or is unable to print the catalog locally, please contact the OTM Information and Training Section at 225-342-7723.

For any question regarding cellular or PCS wireless service, contact the OTM Wireless Services Manager, Jack Kelly at 225-342-7716.